

Meeting Parameters

Guidelines for Alternate Appointment

- Each committee member may name a maximum of two alternates to serve in their place when they cannot be in attendance at committee meetings. Only one of these alternates may serve at a time.
- All alternates will be included in receiving informational updates, minutes, etc.
- Alternates must be a resident of the City of Tucson
- Alternates serve only for the committee member that named them as an alternate.
- Alternates may observe during any committee meeting and can participate in discussion only as a member of the public when not seated in place of their committee member.
- Alternates vote only when serving in place of the committee member.

Participant Guidelines

- When someone is talking, everyone else is listening.
- Two minutes maximum to speak after recognition by the facilitator
- Avoid redundancy
- No name calling, verbal or physical violence. Be respectful of others even when you fiercely disagree.

Parameters for meetings

Public Portion

- Committee meetings are open to the public.
- Meetings will be managed by the facilitator.
- Members of the public will be seated as audience, outside the committee working configuration.
- Audience members are respectfully requested to take side conversations outside of the room.
- 10 minutes at the beginning of the agenda and 10 minutes at the end of the agenda will be dedicated for a “Call to the Public”. During this time, individuals from the audience may make comments with a limit of no more than 2 minutes per person.
- The person speaking is first recognized by the facilitator.
- During comment periods, an individual will be allowed to make a second comment only after others in the room have had opportunity.

Committee Portion

- The meeting will be managed by the facilitator.
- In order for the meeting to proceed a minimum of 10 committee members must be in attendance.
- The primary objective of the meetings is to come to consensus on the input to be considered on the key questions before the committee.

- If a particular point evades consensus, it will be placed in a “parking lot” for later discussion either during the same committee meeting, or at the next meeting.
- When consensus on the input to provide is not finally reached the staff will relay the non-consensus opinions to the Mayor and Council.
- The “facts of life,” meeting parameters, and participation requests will be posted during all meetings.
- The person speaking is first recognized by the facilitator.
- When one person is talking, others are listening.
- Alternates may participate in the meetings as observers except when filling in the representative position.
- Meeting materials and summaries will be sent to all committee members, alternates, Council Ward offices and the Mayor’s office.